

## **6.2 Reporting**

To ensure the various Department implementing elements and the Board remain informed of the status of plan implementation, the Department's policy is to provide progress reports to the Board and/or Board staff. The Department will provide briefings to the Board and/or Board staff approximately every 4 months.

**Commitment 28: The Department will provide periodic status briefings to the Board. These briefings will include updates on the status of completing actions identified in the various reviews and assessments indicated in this plan.**

Lead Responsibility: 2004-1 Implementation Plan Responsible Manager or designee

Deliverable: Briefings

Due Date: September 2005, and approximately every four months thereafter

**Commitment 29: The Department will provide an annual summary of activities performed in accordance with the 2004-1 Implementation Plan.**

Lead Responsibility: 2004-1 Implementation Plan Responsible Manager or designee

Deliverable: Annual summary, provided to the Board, covering the previous 12 months of activities ending in June.

Due Date: July 2006 (and annually thereafter)